



July 20, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts
SUBJECT: Upcoming Webinars - August

Please join in for the following Workday Services webinars in August! These events are open to all, but content will focus on the security role listed within the webinar description.

Download invitations: These invitations can now be downloaded to Microsoft Outlook. Simply navigate to the Workday Education [Calendar](#), select the webinar you would like to add and click on the ical export icon

Workday Staffing: A Comprehensive View of Hiring and Onboarding

Description: As fall approaches, we will see a tremendous increase in hiring new faculty, staff and students. This new four-part webinar series will take you through the hiring and onboarding process from beginning to end, including preparing for the hire and reporting the no show in Workday. Each part of this series will provide in-depth training for *new* HR support personnel learning the processes for the first time, as well as, veterans who would like to review the process in more detail. Join us each week as we discuss frequently asked questions, best practices in managing UINs and pitfalls to avoid along the way making your workday more efficient!

Target Audience: HR Partner, HR Contact

Workday Staffing Part 1: Preparing for Hire – Managing Pre-Hires and UINs

Description: Part 1 of 4. In this webinar we will train you on best practices for starting a hire, checking UIN Manager, using the Workday Search feature, running the Ineligible for Rehire Report and more. Topics will include: learning to identify duplicate records and pre-hire records, finding no show and ineligible for hire records, correcting pre-hire records and marking the correct pre-hire for deletion.

Note: *This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.*

Presenters:

Pamela Gentry – Core HR

Drew Branch – Security

Date: August 5, 2020

Time: 1:30pm to 2:30pm

Link to

Meeting: <https://tamus.webex.com/tamus/onstage/g.php?MTID=e1df32da5c8aeb83ecb9e01e93533f456>

Dial in Audio: 1-415-655-0003

Access Code: 145 696 0216

Workday Staffing Part 2: Hiring New Employees - A Detailed Look at the Process

Description: Part 2 of 4. This webinar will detail the Hire business process from beginning to end. Topics will include understanding how to appropriately complete details of the Hire such as Annual Work Period and Disbursement Period; Job Classifications and Costing Allocations. Correcting Hire Dates and Frequently Asked Questions will also be explained with best practices discussed to avoid common pitfalls. You will also



learn which reports will help you monitor relevant Hire processes in order to manage the process efficiently.

Note: *This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.*

Presenters:

DeAnna White – Core HR

Sri Kamarthi – Compensation

Date: August 12, 2020

Time: 1:30pm to 2:30pm

Link to

Meeting: <https://tamus.webex.com/tamus/onstage/g.php?MTID=e562b749b1ecf31d5c4bb6792f09dcbe9>

Dial in Audio: 1-415-655-0003

Access Code: 145 771 4636

Workday Staffing Part 3: Onboarding - Supporting the New Employee

Description: Part 3 of 4. Part 3 of this series will walk you through the New Employee's onboarding experience. We will train you on how to support employees as they navigate their onboarding dashboard and make benefits elections. You will learn onboarding pitfalls to avoid and which issues impact benefits and retirement enrollment. We will also appropriate reporting to monitor new employee progress as they complete their onboarding tasks.

Note: *This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.*

Presenters:

Pamela Gentry - Core HR

Meredith Fox - Benefits

Date: August 19, 2020

Time: 1:30pm to 2:30pm

Link to

Meeting: <https://tamus.webex.com/tamus/onstage/g.php?MTID=e92db867fa633e3d92ebc77cd2597e84a>

Dial in Audio: 1-415-655-0003

Access Code: 145 838 2188

Workday Staffing Part 4: Report No Show – When the New Employee Never Arrives

Description: Part 4 of 4. The Report No Show business process enables you to rescind the Hire event, and rescind or prevent some downstream processes for workers who do not attend their first day of work. We will also review correcting and canceling the Hire business process. This webinar will train new HR support staff on how to address this situation. Topics will include: impacts to recruiting, understanding various alerts, errors and notifications as well as using appropriate reporting to monitor the process.

Note: *This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.*

Presenters: DeAnna White - Core HR

Date: August 26, 2020

Time: 1:30pm to 2:30pm

E-news
ADMINISTRATIVE SERVICES



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AGRILIFE

Link to

Meeting: <https://tamus.webex.com/tamus/onstage/g.php?MTID=e57bec4873a69d5e4063ae906d66ba6b4>

Dial in Audio: 1-415-655-0003

Access Code: 145 507 4365

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